



## POSITIONS REQUIRING A BACKGROUND CHECK

All Lab positions require a background check. The type of position determines what information will be reviewed.

POSITION	BACKGROUND CHECK	PACKAGE & COST
Student Assistants (college/university students), Graduate Student Research Assistants (GSRA)	S – Social Security Number verification and trace V – Verification of professional license, certificate, and/or academic degree	Package 3 \$9.95 inclusive of any fees
Student Assistants (high school)	S – Social Security Number verification and trace	A La Carte \$5.00
Distributed Purchasing F31.x  This list is updated with the approval of the Chief Financial Officer (CFO)	C – Criminal S – Social Security Number verification and trace V – Verification of professional license, certificate, and/or academic degree W – Work history D – Driver's license verification – DMV pull notice F – Credit report for employment	Package 2 \$58.95
Employees in the following IT departments: IT IS - Financial Systems IT IS - Employee Systems & Technical Services IT IS - Technology Solutions & Applications Support  This list is updated with the approval of the IT Division Director.	C – Criminal S – Social Security Number verification and trace V – Verification of professional license, certificate, and/or academic degree W – Work history D – Driver's license verification – DMV pull notice F – Credit report for employment	Package 2 \$58.95
All other positions	C – Criminal S – Social Security Number verification and trace V – Verification of professional license, certificate, and/or academic degree W – Work history D – Driver's license verification – DMV pull notice	Package 1 \$49.95 plus any additional fees; verification of foreign degree is \$10.00
OIG-GSA check	Check of the Federal Debarment list for recipients of NIH funding	\$4.95